

PLANNING ANALYST

Job Code	Pay Grade
06130	CL14

Nature of Work

This is entry-level professional planning work assisting professional planners in the research and compilation of various components in planning projects. Duties include compiling data on assigned subjects and application of appropriate analytical methods to that data. The work may involve assistance in the plan development step of a program or project.

Minimum Qualification Requirements

- 5 years experience in statistics, quantitative methods, civil engineering, urban planning or economics; or
- Bachelor's degree with primary course work in any of the above disciplines or a related field; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities and credentials relevant to position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Conducts research and gathers data in selected subject areas of planning work, transportation, and other subject matter areas.
- Coordinates work with outside agencies, consultants and firms.
- Represents the department in meetings with Federal, State of Florida, municipal, agencies and organizations.
- Assists a professional planner in the development of a plan, program or project.
- Applies analytical methods to data gathered to form recommendations.
- Prepares preliminary drafts on work that is assigned and finalizes documentation after review and approval.
- Provides support and information to the Metropolitan Planning Organization.
- Serves on various committees to monitor community plans and programs, and recommend changes or improvements in programs.
- May perform data processing related duties including using available statistical packages or programs, encoding data, data entry and retrieval, and routine computer terminal operations and programming/reprogramming.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of planning principles and practices.
- Knowledge of statistics and quantitative methods of collecting and analyzing, and reporting relevant information.
- Ability to document assignments with text, tables, and graphics; with a special emphasis on writing abilities.
- Ability to function as a member of an assigned team all working on the same program or project.
- Ability to organize and carry out studies or projects.
- Ability to make oral presentations.

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Revised	EEOC Code	Overtime Code
10/02	Professionals	Classified